

LAYKAWN'S EXECUTIVE CANDIDATE

● **Nationality:** Nigerian ● **Address:** Ado-Ekiti, Ekiti State, Nigeria ● **Phone number:** +234 805 481 8968
● **Email address:** accountant@laykawngnitworks.com ● **LinkedIn:** linkedin.com/in/laykawngnitworks

PROFESSIONAL SUMMARY

Results-driven Accounting & Finance Professional with hands-on experience in financial reporting, reconciliations, accounts management, and accounting systems (Sage Evolution, Excel). Proven ability to improve reporting accuracy, enforce internal controls, and support management decision-making. Adept at working in fast-paced environments with strong attention to detail, confidentiality, and compliance. Seeking a high-impact finance or accounting role within a structured corporate or multinational organization.

CORE COMPETENCIES

- Financial Accounting & Reporting
- General Ledger Management
- Bank & Cash Reconciliations
- Accounts Payable & Receivable
- Payroll & Petty Cash Management
- Internal Controls & Compliance
- Budget Monitoring & Expense Tracking
- Sage Evolution Accounting Software
- Advanced Microsoft Excel (Reporting & Reconciliations)
- Process Improvement & Documentation

PROFESSIONAL EXPERIENCE

● **Account Officer**

Sose Trading Store

01/2025 – Present Ado-Ekiti, Ekiti State, Nigeria

- Record and reconcile 100% of daily financial transactions and sales data, increasing reporting accuracy by 15% through improved validation and documentation processes.
- Maintain general ledger integrity and support the preparation of monthly financial statements, enabling management to make data-driven operational decisions.
- Conduct bank reconciliations, petty cash management, and vendor payment processing, ensuring full compliance with internal controls and audit standards.
- Support cost-control initiatives by tracking expenses and identifying discrepancies, contributing to better cash flow visibility and accountability.

● **Training Facilitator (Remote)**

Freelance

11/2023 – 07/2025

- Designed and delivered hands-on Sage Evolution accounting software training for individuals and small businesses, improving users' operational efficiency and financial system adoption.
- Guided participants through real-world accounting workflows, including data entry, reporting, and reconciliation processes.
- Earned strong participant feedback for clarity, practical delivery, and real-life application of accounting concepts.

● **Administrative Officer (Finance Support)**

GBB Juice and Yoghurt

10/2023 – 12/2024 Akure, Ondo State, Nigeria

PROFESSIONAL EXPERIENCE

- Supported book-keeping and accounting operations using Sage Evolution, ensuring accurate financial records and timely updates.
- Processed invoices, monitored receivables and payables, and prepared daily sales and financial reports, improving transaction traceability and reporting consistency.
- Implemented structured documentation and filing systems that improved record retrieval efficiency and audit readiness.
- Coordinated schedules, internal communications, and customer interactions, strengthening operational efficiency and service delivery.

● Front Desk Officer / Cashier Chris Paint

10/2021 – 12/2022 Owo, Ondo State, Nigeria

- Managed daily sales transactions and cash handling with zero recorded discrepancies, ensuring accurate cash balancing and accountability.
- Supported administrative record-keeping and reconciliation activities, contributing to improved financial accuracy and reporting reliability.
- Served as first point of contact for clients, maintaining professional communication and supporting smooth front-office operations.

EDUCATION

● Physics Electronics (Science Laboratory Technology) | Higher National Diploma (HND)

Rufus Giwa Polytechnic

08/2021 Owo, Ondo State, Nigeria

SKILLS

● TECHNICAL

Sage Evolution Accounting Software

Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)

Google Workspace (Docs, Sheets, Drive, Calendar)

Notion | Zoom | Microsoft Teams

● SOFT

Strong analytical and numerical capability

High attention to detail and data accuracy

Excellent communication and teamwork skills

Adaptable, structured, and process-oriented

Integrity and confidentiality in financial handling

AVAILABILITY

Open to **on-site, hybrid, and remote roles**, including **relocation** where required.

REFERENCES

- Available on request.